

Los Alamos

NATIONAL LABORATORY

Generic Badge Order

A **generic** badge is a reusable numbered badge that bears no individual's name and that is intended for use in a specific area. Use this form to order [Escort-Required Badges](#) or generic [Uncleared U.S. Visitor Badges](#).

TO	Badge Office: (505) 667-6901
	MS: B236
	Fax: (505) 667-1368
	Email: badge@lanl.gov
	Web: badge.lanl.gov

FROM	Name: _____
	Date: _____
	Telephone: _____
	Fax: _____
	Group: _____

Note: Your organization must first register your requirements for generic badges by completing [Form 1801](#), Registration of Generic Badging Requirements and submitting it to the Badge Office. After the registration is approved, complete Form 1802 to order badges.

Submit [Form 1781](#), Exchange Badge Program Query, to establish an Exchange Badge program. To request generic Exchange Badges, use [Form 1671](#).

Use [Form 1735](#) to request a *name* badge for a U.S. visitor.

Type of Badge Requested

Escort-Required	Uncleared U.S. Visitor
<input type="checkbox"/>	<input type="checkbox"/>
Escort-Required Badges are used in security areas of the Laboratory.	Uncleared U.S. Visitor Badges are used in nonsecurity areas of the Laboratory.

Requester Information

Requesting organization		Date badges needed (specific date, not ASAP)
Entity where generic badge will be used (as specified on Form 1801)		
Do the badges need a magnetic stripe on reverse side of badge? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Note: If yes, you must have a form 1801 on file with justification and Badge Office approval.		
Site Point of Contact or designated back-up	Print Name	Date
	Signature	

Number of generic badges requested

For Badge Office Use Only

Magnetic Stripe:

OK ☐

Not OK ☐

Initials _____ Date _____